Officer Data Card (ODC)

1 SSN	2 NAME(LAST,FIRST,MIDDLE)	3 SEX	4 DESIG	5 GRADE	6 YRG	7 PRECEDENCE NO.	8 BIRTHDATE
Auto-fill	**Auto-fill**	**Auto Fill**	**Auto-fill**	**Auto Fill**	**Auto Fill**	**Auto-fill**	**Auto-fill**

9 PLSD	10 PREVIOUS MILITARY SERVICES	11 SS	12 HTA	13 NFO

14 PRD	15 ELC/D	16 PEBD	17 SD	18 ER	19 ACBD	20 ADSD	21 CURR GAIN	22 PSD	23 MSR-1	24 SOURCE CODE	25 DEPENDENTS

Planned Rotation Date (arrow to 14 PRD)
Pay Entry Base Date (arrow to 16 PEBD)
Active Duty Start Date (arrow to 20 ADSD)

26 ACD	27 ASED	28 MOF	29 MTG	30 MFR	31 AG	32 ASI	33 ABI	34 PAD	34a G	35 ASI EFF DATE

41 NCD	42 NSCD	43 NSI	44 SSED	45 SSI	46 SSCD	47 APC	48 AOCP/EXT
						XXX	

* To calculate your APC, see Note 2.

PROMOTION HISTORY

36 FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	W-2	37 PROM	38 SPOT	39 SPOT DOR	40 PRM GRD

52 SERVICE SCHOOLS				53 SERVICE COLLEGE BANK			
CODE	COURSE NAME	COMPL	DUR	YR EL	BRD SEL	COLL	STATUS
XXX	**XXXXXX**	**XXXX**	**XX**	JR			
				SR			

* To update, see Note 1 on the following slides (BQC, SODHC, SOBC, Basic Leadership, ETP, etc.).

* To submit your transcripts and have the education blocks updated, see Note 4.

51 DESIGNATOR HISTORY			
DATE	DESIG	DATE	DESIG

54 COLLEGE	55 CMPL	56 DUR	57 S	58 LEVEL	59 MAJOR	60 SPECIALTY	61 ED	62 LANG	L PPM	S PPM	R PPM	W PPM	64 YR	65 LO	66 SUBSP1	67 SUBSP2
XXXXXX	**XX**			**XXXX**	**XXXXX**										**XXX**	**XXX**
															68 SUBSP3 **XXX**	
															69	

* To update your subspecs or submit an experience subspec request, see Note 3.

72 ADDITIONAL QUAL DESIG		
CODE	YR	TITLE
XXX	**XX**	**XXXXXXX**

*For a complete list of approved AQD's, please visit the NQOCS Manual, Volume I, Part D.

73 PRIMARY DUTY		75 ACC
NOT DEFINED		342

74 REPORTED	77 PRESENT DUTY STATION	78 TA	79 UTIL	80 HOMEPORT	81 STA	82 (A)PRESENT BILLET	83 NOBC	84 DATE	85 (B) BILLET	86 NOBC	87 MOS	88 (C) BILLET	89 NOBC	90 MOS
*Auto-filled with current billet information														

CHRONOLOGICAL HISTORY/NAVY OFFICER CLASSIFICATIONS AND NUMBER OF MONTHS EXPERIENCE

91 From	To	PAST DUTY STATION	TA	UTIL	HOMEPORT	DPL	STA		TITLE	NOBC	MOS		TITLE	NOBC	MOS		TITLE	NOBC	MOS
								D G J M P S	**XXXXX**	**XXXX**	**XX**	E H K N Q T	**XXXXX**	**XXXX**	**XX**	F I L O R U	**XXXXX**	**XXXX**	**XX**

*NOBCs track what job you ACTUALLY filled at your command (S-1, S-2, S-3, SUPPO, Fuel Logistics Planning, etc.). For a full list of approved NOBCs and the process for adding them to Block 91, see Note 5.

* PG School preferences, see Note 6.

92 SECURITY	93	94 PG INFO CHOICE 1-2-3-/DATE/STATUS				95 RC	96 ET	97 OCC	98 UIC	99 BSC	100	101 BLC	102 GLI	103 CMDS	104 DTRMK	105
		XXX	**XXX**	**XXX**												

106 DATE OF ODC	107 COG/AOC	108 RC	109 BUPERS	110 REPORT NUMBER

2

Notes

1. Service Schools: At a minimum, every Supply Corps officer (3100) should have at least BQC and Basic Leadership in this block! For a complete listing of approved Service Schools that can be annotated in Block 52, please reference the NOOCS Manual, Volume II, Appendix C. Once you have identified the Service Schools you want added (only room for five total), email NSIPS (nsipshelpdesk.fcm@navy.mil) the following blurb. You must include a copy of your SMART Transcript (found on NKO) or the Certificate of Completion confirming your attendance at the respective school. If the school in question is not listed in the NOOCS Manual, it cannot be added to your ODC. Block 52 of your ODC feeds the Service School Block of your Officer Summary Record (OSR), so by updating your ODC, you are automatically updating your OSR.

> Dear NSIPS,
>
> *Please update Block 52 of my ODC with the following Service School(s).*
>
> Course Title: _____ (per NOOCS Manual)
> School Location: _____
> Completion Date: _____
> Course Duration: _____ (weeks)
> 3-Digit School Code: _____ (per NOOCS Manual)
>
> My SMART Transcript / Certificate of Completion is attached for reference. I can be reached at _____@navy.mil if you have any questions. Thank you for your assistance.
>
> V/r,
>
> _____

2. APC Code: To have your APC calculated, login into the NPS website and complete steps 1-5 of the application process. You are not actually applying for NPS, it's just how the process is set-up to work. The application will instruct you to submit official transcripts to NPS and they will then calculate your score ... shortly thereafter, it will post to your ODC. APC's are not set in stone ... they can be improved! Identify the required APC score for the PG School curriculum you are most interested in (*It's Your Education*) and then work with the NPS Admissions Team (admissions@nps.edu) to identify the classes you need to take and the grades you need to earn.

3. Subspecialty Codes: Earned through education and/or experience in a coded billet. The most common subspecialty codes for SC officers are 1301, 1302, 1306, 1307, 1309, 311X, and 3212. For a complete list of Navy subspecialty codes and sample letters, please visit https://navprodev.bol.navy.mil/nss/information/RequestingSubspecialtyCodes.asp. The breakdown of commonly used suffix codes is as follows:

- P – Navy funded graduate degree
- Q – Navy funded graduate degree + 18 months of experience in a coded billet (i.e. – 1306P + 18 mos. in a "1306S-coded" billet = 1306Q)
- R – Two separate tours, each greater than 18 months in length, in a coded billet (i.e. – 1306S + 1306S = 1306R)
- S – 18 months of experience in a coded billet (i.e. – 18 months in a 1306S-coded billet = 1306S)

NOTE: If you earn an MBA on your own, you may qualify for post graduate education subspecialties.

** Subspecialty experience requests for experience in a non-coded billet can be submitted per the directions below (only one per tour):

You can request an experience subspecialty by submitting a letter of application to Navy Personnel Command (PERS 45E) via email at MILL_PERS45E@navy.mil and cc the supplycorpscareercounselor@navy.mil or via mail to:

Department of the Navy
Navy Personnel Command
PERS 45E
5720 Integrity Drive
Millington, TN 38055-4400

Experience requests must be scanned together as one file and must include:

- Fitness reports for experience periods (18 month minimum)
- Command endorsement letter
- Return e-mail address or phone number

Note: For subspecialty experience requests, the duties of the billet must align with the core skill requirements (CSRs) for the requested subspecialty and these duties must be documented in the officer's fitness reports.

References: MILPERSMAN 1214-010 and NAVPERS 15839I.

4. Education: To update the education blocks, contact your university registrar's office and have them send official, sealed copies of your transcripts to:

    Navy Personnel Command
    Attn: Officer Education Branch (PERS-45E)
    5720 Integrity Drive
    Millington, TN 38055-4500

    * If the education blocks are blank on your ODC, NPC does NOT have your transcripts on file. Transcripts submitted as part of commissioning packages, intern packages, etc., are destroyed after the board, and do not feed into the system here at NPC.

5. Navy Officer Billet Classifications (NOBCs): NOBCs are used to identify the job(s) you filled throughout your tour. Often, the job an officer actually ends up filling is different than the one he/she was detailed to. For a complete list of NOBC's, please visit the NOOCS Manual, Part C. Once the applicable NOBC's are identified (SC-centric NOBC's are found between 1000-1999), and your FITREPs explicitly speak to the experience, shoot an email to NSIPS (nsipshelpdesk.fcm@navy.mil) with the following:

    Dear NSIPS,

    Please update Block 91 of my ODC to read:

    From: XXXX-XXXX (enter dates per your ODC)
    Title: (per the NOOCS Manual)
    NOBC: XXXX (four-digit number per NOOCS Manual)
    MOS: XX (per FITREPs)
    ** *You can request a total of three per tour, and yes, you can have more than one cover the same period.*

    My FITREPs supporting this request are attached as well.

    I can be reached at _____@navy.mil if you have any questions. Thank you.

6. PG School Preferences: These three blocks only capture 810, 811, 815, 819, 358, 361, 837, 838, 870 (they do not capture War College preferences). Once you identify your Top 3, send an email to the Career Counselor and they will update them in the system. For a summary of these curriculums, please visit the *It's Your Education* playbook.